



RUAMRUDEE INTERNATIONAL SCHOOL

6 Ramkhamhaeng 184, Minburi, Bangkok 10510 Thailand

Tel: +66 (0)2 791 8900

admissions@rism.ac.th

Fax: +66 (0)2 791 8901

www.rism.ac.th

Vacancy Announcement

Position	Middle School Assistant Principal	Starting Date	2021
-----------------	-----------------------------------	----------------------	------

General Description

Ruamrudee International School seeks a dynamic instructional leader with a proven ability to motivate and guide a community of learners. The ideal candidate will have a strong background in literacy and data-driven decision-making. The school hopes to attract a child-centered candidate with proven experience in the development of a school master schedule, implementation of an extra-curricular program, and responsibility for student discipline.

Position Responsibilities and Duties

- Assists the MS Principal in establishing educational guidelines, regulations, procedures, and instructional objectives in accordance with RIS policy.
- Develops a master schedule and organizes individual teacher schedules including supervision and substitutes' assignments in consultation with the principal.
- Assists in the supervision of personnel by evaluating goals and objectives and lesson plans, and through formal classroom observation.
- Schedules, supervises and facilitates/coordinates all MS activities and functions
- Assists the MS Principal and works with the PreK-12 Curriculum Coordinator to plan, implement, and evaluate the middle school program, curriculum and school improvement/professional development initiatives.
- In the absence of the MS Principal, assume responsibility for all operations of the section.
- Maintains discipline for students on school premises and during school- sponsored activities, enforcing the rules of the school as outlined in the Student/Parent Handbook.
- Implement and enforce student attendance procedures.
- Supports teachers and staff in maintaining discipline both inside and outside the classroom.
- Coordinate with the principal on the day-to-day requisition of materials requested by teachers and staff.
- Demonstrates and promotes a cooperative attitude and commitment to collaboration among teachers, staff, students, and parents.
- Perform other duties as assigned.

Qualifications and Requirements

- Master's degree or higher in education leadership
- Administrative certification
- Training in curriculum development, learning strategies, instructional design, and assessment
- At least 5 years' successful experience as a classroom teacher, preferably at the middle school level
- At least three years' successful administrative experience
- International school experience preferred
- Exceptional interpersonal, leadership, and communication skills